



# Graduate Studies Committee

April 14, 2015  
9:00AM – 10:00AM

Dean's Conference Room (4307, HPNP)

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**Members:** Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Sihong Song (PC), Dr. Rich Segal (POP), Dr. Jatinder Lamba (PTR), Dr. Bill Millard (ORGS), Juan Hincapie-Castillo (SP), Linda Orr (GA), Vivian Lantow (GA), Jill Hunt (GA)

**Guests:** Dr. Margaret James (MC), Dr. Maureen Keller-Wood (PD), Dr. Hartmut Derendorf (PC); Dr. Xin (Cindy) Qi

**Absent:** Juan Hincapie Castillo (SP); Dr. Almut Winterstein (POP-invited but cannot attend); Dr. Reggie Frye (PTR- invited but cannot attend)

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## AGENDA TOPICS

- ✚ **Accept Minutes-**
  
- ✚ **Dr. Cindy Qi- Revised Course in Medicinal Chemistry**
  
- ✚ **Board of Governors Academic Programs Review Update-**
  
- ✚ **Graduate Teaching Efforts/Faculty Workloads (Graduate Program) –**
  
- ✚ **Graduate Office Update- GA letters, Independent Study, AAAS memberships -**



# Graduate Studies Committee

Minutes from April 14, 2015

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- Members:** Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Sihong Song (PC), Dr. Rich Segal (POP), Dr. Jatinder Lamba (PTR), Dr. Bill Millard (ORGS), Juan Hincapie-Castillo (SP), Linda Orr (GA), Vivian Lantow (GA), Jill Hunt (GA)
- Guests:** Dr. Xin (Cindy) Qi
- Absent:** Juan Hincapie Castillo (SP); Dr. Almut Winterstein (POP- invited but could not attend); Dr. Reggie Frye (PTR- invited but could not attend); Dr. Margaret James (MC- invited but could not attend); Dr. Maureen Keller-Wood (PD- invited but could not attend); Dr. Hartmut Derendorf (PC- invited but could not attend)
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✚ **Accept Minutes-** The meeting began with the minutes from the March 10th meeting being accepted.

✚ **Dr. Cindy Qi- Revised Course in Medicinal Chemistry-** In an effort to provide additional training to their students, the Medicinal Chemistry department proposed to reinstate a previously taught elective course back into their curriculum. The course syllabus, presented by Dr. Qi, has been revised to reflect changes and updates to information since the class was last taught. Some of the changes include a new title (“Advanced Combinatorial Chemistry in Drug Discovery” which was proposed to more accurately represent the class content), expanded lectures, and a change in the number of credits that a student will receive for the course. Since the revisions are not minor, these changes warranted the need for the class to be submitted through the Graduate School course approval process.

After the presentation the committee approved the course, allowing it to move forward to the University Curriculum Committee.

✚ **Board of Governors Academic Programs Review Update-** The group received and discussed a draft agenda/itinerary for the external review committee’s visit. Committee members proposed a few changes regarding who should meet with the group, and asked questions about whether a specific format should be followed by every department during their designated meeting time with the committee.

The group was also reminded of the deadline for the departmental self-study exercise. Departments will be required to turn in the study as soon as possible, as they will be sent to the external committee on Friday, April 24, 2015.

✚ **Graduate Teaching Efforts/Faculty Workloads (Graduate Program) –** The committee was provided with copies of two self-assessment tools created to assist faculty with determining their instructor workload for the Academic Activities Report (AAR) portion of their Faculty Activities Report.

- The first instrument, focusing on the instruction of didactic residential graduate courses, translates the amount of time an instructor spends per hour performing true academic learning activities into “units of impact”. This tool does not assist with formulating units for any independent study courses such as PHA 7979 or PHA 7980.
- The second instrument, titled “Academic Activities Reporting (AAR) workbook” assists graduate faculty in determining the percentage of effort associated with mentoring graduate students.

The group was then given an overview of how to use these tools, and given a chance to ask questions provide feedback on each document. The committee raised many concerns regarding both documents and generally were unfavorable towards the use of these tools in their current forms.

- ✚ **Graduate Office Update- GA letters, Independent Study, AAAS memberships** – The graduate support staff shared that Graduate Assistant performance reviews would be coming soon, and more information regarding the process would be sent to them in the upcoming weeks. The committee was also told that the graduate staff would be contacting them regarding student independent study grades, and that they may be asked to assist in identifying those responsible for assigning those grades. Finally, the graduate support staff reminded the group of the AAAS membership offer to graduate students, and asked those who have not provided names of eligible students to the graduate team to do so as soon as possible.

The meeting was adjourned at 10:11 am.